

Spec. Code: 3685(2487)
Occ. Area: 03
Work Area: 078
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 10/24/90

MANAGER OF SPORTS FACILITIES

Function of Job

Under administrative direction, to manage the operation and maintenance of sports facilities (buildings, grounds, and related equipment) used on a campus for athletic competition.

Characteristic Duties and Responsibilities

1. coordinates, plans, and supervises the operation and maintenance of sports facilities (such as football stadium, golf courses, gymnasiums, swimming pools, baseball/softball fields, tennis courts, ice rinks, or track and field facilities) used for athletic competition
2. ensures that facilities are maintained and equipped for athletic competition and that necessary preparation (such as marking of playing fields or the setting up and dismanteling of equipment, bleachers, or chairs) is scheduled for practice sessions and competition
3. ensures the security of sports facilities
4. maintains cooperative relationships with persons in charge of other facilities used in connection with sports competition
5. works cooperatively with campus and outside groups in contracting use of sports facilities to them
6. is responsible for the inventory of equipment and supplies used in assigned area
7. prepares annual budget recommendations regarding assigned areas of responsibility
8. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree

or

- (B) three years of responsible experience in the maintenance and operation of sports facilities (such as intercollegiate, recreational, or intramural facilities), two of which were in a supervisory capacity

or

- (C) any combination of the above that totals three years

- 2. one year of experience in the management of sports facilities, in addition to the training/experience required in #1

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. managerial ability
- 2. ability to make decisions
- 3. supervisory ability
- 4. communications and interpersonal skills